

AHOY INFORMATION

AHOY Course Accommodation and Registration and Booking requirements – May 2016

**Hotel Manila Pavilion,
United Nations Avenue, corner Ma. Orosa Street
Ermita, Manila 1000,
Metro Manila, Philippines
Website: <http://www.waterfrontpavilionmanila.com/>**

PRE-REGISTRATION IS ESSENTIAL TO ASSIST SELECTION AND ALLOCATION OF PLACES TO PARTICIPANTS. Pre-Register by 31st May.

Registration fee. As soon as you are allocated a place you will be asked to pay the registration fee of 150\$, and provide your travel flight details and itinerary. Payment facility will be notified.

HOTEL Reservation Arrangements: ICMA have arranged the conference package and when your place is allocated ICMA will make the booking with the hotel with your details and requirements. Please note the following about extras.

EXTRAS (payable by participant): Travel insurance, medical, visa, and all extra items charged or used by the room/participant to be responsibility of the participant and charged to participant, no responsibility accepted for this by ICMA.

Bursary: Our sponsors have provided limited bursary funds towards assisting with some of the costs, especially travel expenses. Requests for reimbursements will be made on completion of the course to ICMA see below for bursary application. Bursaries will normally be considered after the event on presentation of receipts, proof of expenses of flight costs.

Other assistance, Visas: Participants might also be able to get separate grant assistance e.g. for travel or other costs for the course from a charity or trust, and if they or their organisation are seeking assistance this way then ICMA can offer a letter or note of support for your applications if required. Also if your visa requirements would need a letter of invitation then please let us know at icmaahoy@icma.as

ANY QUESTIONS PLEASE CONTACT THE ICMA AHOY EMAIL icmaahoy@icma.as

06/05/2016